

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 36-2818**

**AIR FORCE MATERIEL COMMAND  
Supplement 1**

**1 NOVEMBER 2001**

**Personnel**

**THE AFMC LOGISTICS AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Malvin M. Hayes)

Supersedes AFI 36-2818/AFMCS1, 1 Apr 96

Pages: 4  
Distribution: F

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This supplement does not apply to the Air National Guard or US Air Force Reserve Units and members. It implements, AFI 36-2818, *Air Force Logistics Awards Program*, and provides guidance and procedures for the AFMC Directorate of Logistics awards, ceremonies, and honors.

**AFI 36-2818, 25 October 2000 is supplemented as follows:**

4.2.1. Submit one original and five photo copies. Individual awards to be submitted in a standard pocketed folder, marked near the top left corner with the individual's name, rank, award category, assigned unit, wing, base, MAJCOM, MAJCOM POC, and phone number (DSN and Comm). Use of AF Form 1206, **Nomination for Award**, is optional; however, is encouraged. Photo copies are to be stapled in the left upper corner (with the exception of the Daedalian and Maintenance Effectiveness Awards). All applicable maintenance awards are submitted to:

HQ AFMC/LGMM

4375 Chidlaw Rd, Suite 6

Wright Patterson AFB OH 45433-5006

4.2.5. Annual Unit Air Force Maintenance Awards (Period of Award and When to Submit):

- Gen Lew Allen, Jr. Award due to HQ AFMC/LGMM NLT 1 July each year.
- Lt Gen Leo Marquez Award due to HQ AFMC/LGMM NLT 5 January each year.
- Air Force Crew Chief of the Year Award due to HQ AFMC/LGMM NLT 15 March each year.

### 5.1. Annual Unit and Individual Air Force Supply Awards.

- Air Force Supply Effectiveness Award.
- Period of award and when to submit: The process to select the most qualified account to represent AFMC will require each competing account to submit to HQ AFMC/LGS the required data and other information in the correct format, but in draft form. HQ AFMC/LGS personnel will review and determine the command's finalists. A HQ staff visit to the finalist will be made and the most qualified account will be chosen to represent AFMC. At this time a complete and finalized award booklet will be accomplished and forwarded to:

HQ AFMC/LGMM

4375 Chidlaw Rd, Suite 6

Wright Patterson AFB OH 45433-5006

- Major General Warren R. Carter Supply Daedalian Award.
- Period of Award and when to submit: The process to select the most qualified account to represent AFMC will required each competing account to submit to HQ AFMC/LGS the required data and other information in the correct format, but in draft form. HQ AFMC/LGS personnel will review and determine the command's finalists. A HQ staff visit to the finalist will be made and the most qualified account will be chosen to represent AFMC. At this time a complete and finalized award booklet will be made and forwarded to HQ AFMC/LGS.

**Table 5.8. (Added) Annual Fuels American Petroleum Institute (API) Award.**

Award Categories	Sponsor and Purpose	Who Is Eligible	Period of Award and When to Submit	Selection Process	Notification	Presentation
TheCMSgt Willie B. Harris Trophy	HQ AFMC/LGS Recognizes Outstanding Fuel Operations	Military and Civil Service Units *See Note	1 July through 30 June Submit nomination by 1 May each year	HQ AFMC/LGSF evaluates the nomination package	HQ AFMC/LGSF notifies winner by message	HQ AFMC/LGS will send plaques/trophy to winning unit for appropriate presentation **See Note

\* Note: This annual award does not apply to contractors, units, or activities unless stated otherwise.

\*\*Note: Unit processing revolving trophy: Return the trophy to HQ AFMC/LGSF NLT 1 July each year.

6.2. Nomination packages will be in non-glare document protectors in a loose-leaf presentation folder with eyelet fasteners. **Do not use three-ring binders.** The nomination package will consist of one original and five (stapled) paper copies and will be organized in the following manner:

- Nomination letter.
- Unit logo or patch. A laser printer copy will be accepted (OPTIONAL).
- AF Form 1206 bullet statements and maximum one continuation page. (Use the most current AF Form 1206).

- Biographical Sketch (individual awards only).
- Mission statement (unit awards only).
- Picture(s) (if applicable). See paragraph 6.10., 6.11., and 6.12.

6.5. (Added) All transportation nomination packages will be submitted to:

HQ AFMC/LGTR

ATTN: Awards Manger

Bldg 262

4375 Chidlaw Rd, Suite 6

Wright Patterson AFB OH 45433-5006

6.5.1. (Added) All awards are due NO LATER THAN 15 December each year. This suspense cannot be extended except only under extreme circumstances and approved by the awards manager only upon request.

6.5.2. (Added) A letter of nomination should accompany each package. It should include the point of contact for the award package and the center LG or equivalent, or CLSS CC signature as appropriate. The letter of nomination will not be used as part of the selection process.

6.6. (Added) Award period for all transportation awards is calendar year 1 January through 31 December.

6.7. (Added) Only one nomination in each category will be permitted for each activity.

6.8. (Added) AFMC/LGT will announce the winners of each category to Commanders of AFMC field units as soon as possible after selection is made.

6.9. (Added) The AFMC evaluation board will convene at the earliest date possible to review nominations and select the AFMC winner in each category. The board will consist of a minimum of five HQ AFMC/LGT personnel. The Chief of Transportation will participate.

6.10. (Added) Once the winner in each category has been selected, the AFMC/LGT will forward a certificate signed by the AFMC/LGT and the AFMC/LG along with a plaque for permanent display.

**6.11. (Added) Photographs.** For HQ AFMC competition photographs are not required with the exception of the NDTA and MTMC award packages (see para 6.11. and 6.12 below). The following applies only to winners at Air Force level. Please cite this instruction as authority for photographs.

6.11.1. (Added) Individual Awards. Winners will be requested (not required) to provide two 8x10 inch color photographs (head and shoulders). One photograph will be displayed, along with the biographical information, at the Worldwide Transportation Conference. The other photograph will be displayed in the Air Force Transportation Awards Presentation Case in the Pentagon for one year.

6.11.2. (Added) Unit Awards. Winners will be requested (not required) to provide one 8 x 10 inch color photograph of their unit. Composition of the photograph is at unit discretion (picture may consist of all unit members or the unit in action). The photograph will be displayed, along with unit information, at the Worldwide Transportation Conference.

**6.12. (Added) The Military Traffic Management Command (MTMC) Award for Individual Excellence in Traffic Management.** Nomination package must include two 5 x 7 inch (black and white is acceptable), portrait style, and two 5 x 7 inch, candid style, photographs showing the nominee engaged in daily work.

**6.13. (Added) The National Defense Transportation Association (NDTA) Outstanding Unit of the Year.** Nomination package must include photographs depicting mission accomplishment. Also include an 8 by 10 inch black and white photograph of the unit's shield, patch or logo (see paragraph 6.2.).

6.13.1. (Added) The winner of the John J. Cortese Memorial Outstanding AFMC Transportation Unit of the Year Award is the AFMC nominee for the NDTA Award for competition at HQ USAF. The winner will receive a rotating trophy with the unit information engraved on a plate, plaque, and a certificate for permanent display.

6.13.2. (Added) The previous year's winner will be notified to ship the rotating trophy back to HQ AFMC/LGT in its reusable shipping container no later than 15 February each year. The engraved plates will remain attached and new plates will be added for each year's winners.

TERRY L. GABRESKI, Brig General, USAF  
Director, Logistics